

COMMISSION ON LEGAL COUNSEL FOR INDIGENTS
CLIENT INTERVIEW FORM (Criminal)

Case Name: _____ Court File No(s). _____
Charge(s): _____ Charging documents received?

Defendant's name: _____ a/k/a: _____
Address: _____ Phone No. _____
Incarcerated? _____ Where? _____ Telephone: _____
Bail information: _____

Co-defendants: _____ Attorneys: _____

Other witnesses: _____

Alleged victims: _____

Initial interview: _____ Date: _____

- 1) the facts surrounding the charges leading to the client's arrest:
- 2) the client's version of arrest:
- 3) the client's ties to the community:
- 4) the client's physical and mental health, educational, vocational and armed services history:
- 5) the client's immediate medical needs:
- 6) the client's past criminal record:
- 7) person(s) who can verification information provided by client:
- 8) the ability of the client to meet any financial conditions of release:
- 9) issues regarding competency/criminal responsibility:
- 10) provide client with explanation of procedural progression of the case:

- 11) provide client with explanation of the charges and the potential penalties, including the court's authority to order restitution:
- 12) provide client with an explanation of the attorney-client privilege and instructions not to talk to anyone about the facts of the case without first consulting with the attorney:
- 13) provide client with an explanation of his/her rights
- 14) provide client with the names of any other persons who may be contacting the client on behalf of counsel:
- 15) inform client of the legal consequences of failure to comply with any conditions of release:
- 16) For clients who are incarcerated, the following additional information should be provided:
 - a) an explanation of the procedures that will be followed in setting the conditions of pretrial release;
 - b) an explanation of the type of information that will be requested in any interview that may be conducted by a pretrial release agency and also an explanation that the client should not make statements concerning the offense;
 - c) warn the client of the dangers with regard to the search of client's cell and personal belongings while in custody and the fact that telephone calls, mail, and visitations may be monitored by jail officials.